

Attendance Procedures at Stoke Damerel Primary Academy



Our School Attendance Procedure (Information for Parents & Carers)

We want every child to feel safe, happy, and successful in school. Good attendance plays a huge part in helping children learn well and enjoy school life.

Our approach is supportive and aims to work *with* families at every stage.

Below is how we manage attendance, and how we support you if your child is struggling to attend.

1. School Office – First Contact & Daily Monitoring

The school office team checks attendance registers every morning.

They will:

- contact you by phone, text, or email if your child is absent and we haven't heard from you
- record the reason for absence once you get in touch
- monitor patterns of absence or lateness
- pass on any concerns to the class teacher or safeguarding team

How you can help:

Please contact the office before the school day begins if your child is unwell or cannot attend. This ensures we know your child is safe.

2. Class Teacher – Ongoing Support

Your child's class teacher keeps an eye on attendance over time.

They may contact you if:

- there are repeated absences
- your child's attendance begins to fall
- they notice a pattern of lateness
- they want to check in and see how we can help

This step is informal and supportive. The teacher will talk with you about any issues and try to resolve them early.

3. Senior Leadership Team – Additional Support

If attendance still doesn't improve, or if concerns continue, the Senior Leadership Team/Phase Leader becomes involved.

They may:

- phone you to discuss worries
- arrange a meeting in school
- put together an **Attendance Support Plan**
- offer guidance or link you with services that may help

Our aim at this stage is to understand what's getting in the way and to put the right support in place.

4. Headteacher – Final Stage

If attendance does not improve after previous support, the Headteacher becomes involved.

The Headteacher may:

- invite you to a formal meeting
- write to you about the seriousness of the attendance concerns
- work with external agencies – Local Authority and Family Hubs
- consider legal action in line with local authority guidance, but only as a last resort

This step is used when continued absence has a significant impact on learning and wellbeing.

We Are Here to Help

Please talk to us early if you are having difficulties. We understand that family circumstances can change, and we want to support you, so your child feels confident and successful at school.

